

# STATE OF NEBRASKA

## DEPARTMENT OF INSURANCE

**Bruce Ramge**

Director



**Dave Heineman**  
Governor

### N-O-T-I-C-E

TO: The Insurance Agency Addressed

FROM: Nebraska Department of Insurance – Producer Licensing Division

DATE: January 2012

SUBJECT: Agency License Renewal Procedure  
May 1, 2012 to April 30, 2013

### AGENCY RENEWAL PROCESS

Your agency license will expire April 30, 2012.

Non-resident agency renewals are available online at [www.nipr.com](http://www.nipr.com).

Agencies may also be renewed by returning the following to the Department **no later than March 15, 2012:**

1. A check in the amount of the license fee (refer to the renewal form for the amount due).
2. The enclosed renewal form.  
**IMPORTANT: The form may be faxed or mailed but DO NOT do both. This could result in the credit card being processed twice. The fax number is 402-471-4610.**
3. Form 9002A, if you are adding a new designated producer to the agency license.

### BRANCH OFFICE LICENSES FOR AGENCIES

Effective May 1, 2012, the Nebraska Department of Insurance will no longer require insurance agency branches to be licensed.

The Department is currently transitioning to a new information management system and has determined to no longer require the licensing of branch offices for licensed insurance agencies. Branch offices may be registered with the department by the licensed agency and we will record the branch location and phone number. The agency shall be required to maintain a list of branches and licensed producers within the branch location. However, a separate license is no longer required.

Renewal notices will not be sent out for branch offices. The current active branch office licenses for agencies will expire on April 30, 2012, and will not be renewed thereafter.

## **AGENCIES LICENSED UNDER DOING BUSINESS AS (DBA) NAME**

If an agency has been licensed under a DBA name, hereafter the agency license will be issued in the agency's current legal name.

If a single corporation owns more than one agency, then all agencies will be licensed under the same legal name.

If you desire to operate an agency under a DBA name, then the DBA name will be listed on the license in addition to the legal name. The DBA name will appear directly below the legal name.

Please be sure to clarify the proper legal and/or DBA name to be associated with your agency license on the renewal notice.

## **ADDING OR DELETING A DESIGNATED PRODUCER FOR AN AGENCY**

### **Adding a Name:**

If you wish to add a name to the license, Form 9002A must be submitted with the renewal form. The person added must hold a Nebraska producer license and, in addition, meet the following requirements to be a designated producer of the agency. A designated producer shall be either an officer or a member of the agency and shall have either (1) more than a nominal financial interest in the agency, or (2) be an active participant in the management of the agency. Any individual associated with a licensed agency who solicits insurance shall be a licensed producer. No agency shall pay any commission to anyone other than a licensed producer, if that producer is involved in the selling, soliciting, or negotiating of the insurance contract.

### **Deleting a Name:**

To delete a name from the agency license, cross the name off the renewal form.

## **CHANGE OF AGENCY NAME**

If the agency has changed its name, you must submit a new agency application

## **CHANGE OF ADDRESS**

If the agency address has changed, you may change the address on the renewal form. However, for each licensed producer associated with the agency, Form 9110 must be submitted to change the individual's business address.

Forms may be obtained through the Department's website at **[www.doi.ne.gov](http://www.doi.ne.gov)**, click on the "Producer" drop-down box, and then click on Forms.